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3 May 1954

MEMORANDUM

TO: Chief, Technical Accounting Staff
Office of the Comptroller

FROM: Finance Officer -

SUBJ: Monthly Depositing of Net Proceeds From Coca-cola Machines.

1. As acknowledgment to your memorandum of 16 April 1954 requesting subject deposits be made on a monthly basis, this station will conform with these requirements. The procedures for depositing into the Treasury as "Miscellaneous Receipts" will be accomplished as follows:

- a. Net profit will be computed each month.
- b. Net proceeds will be taken into the station funds as Miscellaneous Receipts in the form of cash.
- c. Transfer of Funds or Accounts will be prepared and pouched to Headquarters for proper vouchering.

2. It is hoped that the aforesaid reporting procedure meets your approval.



cc: BFO/TR
Chief/FD

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JOB NO. _____ BOX NO. _____ FLD NO. _____ DOC. NO. 33 NO CHANGE
IN CLASS/ DECLASS. ARE CHANGED TO: TS S ~~SECRET~~ JUST. 22
NEXT REV DATE 8/12/79 REVIEWED PRE DOC. 62
NO. PGS. 1 CREATION DATE _____ ORG COMP 11 OPI 32 ORG CLASS S
REV CLASS C REV COORD. _____ AUTH: HR 70-3

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